



**HENNEPIN COUNTY**  
Department of Human Resources  
Hennepin County Government Center  
300 South Sixth Street  
Minneapolis, MN 55487

<http://hennepin.jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Public Works Sign Shop Foreman**

*An Equal Opportunity Employer*

**SALARY**

\$60,388.58 - \$86,905.01 Annually

[Click here to apply](#)

**OPENING DATE:** 10/15/20

**CLOSING DATE:** Continuous

**JOB TYPE:** Full-time

**LOCATION:** Medina, MN, Minnesota

**DEPARTMENT:** Transportation Operations

**THE POSITION**

Hennepin County's Transportation Operations Traffic Division is seeking a Sign Shop Foreman. This position will supervise, review and evaluate the work of Sign Shop crews maintaining county road signs, pavement markings, and guardrail assets, as well as supporting the county's snow and ice control operation.

**About this Position:**

This is a full-time, benefit earning position.

**Location and hours:**

This position is located at the Public Works Facility, 1600 Prairie Drive in Medina, MN. There is no public transportation to this facility. Work hours vary seasonally, generally from four 10-hour days in summer to five 8-hour days in winter, the position requires rotating on-call after hours duty, which includes weekdays, weekends, and holidays. Hours will vary during winter season based on snow and ice control needs.

**In this position, you will:**

- Supervise and direct staff responsible for:
  - Manufacturing, installation and maintenance of county roadway signs.
  - Installation and maintenance of guardrails and pavement markings.

- Supporting county road snow and ice maintenance.
- Manage Sign Shop materials and equipment inventory.
- Estimate, prioritize and schedule personnel materials and equipment needs for Sign Shop projects and programs.
- Inspect and ensure work performed is compliant with county, state and federal safety policies and procedures.
- Manage employee performance and coordinate appropriate training.
- Respond to questions and complaints from the public, property owners, private contractors and others.
- Work closely with management to achieved department/division objectives.

**Need to have:**

- One of the following:
  - Five or more years of journey-worker level experience in highway/heavy operations, design, planning or construction.
  - Completion of an approved job-related technical training program **and** four or more years of journey-worker level experience in highway/heavy operations, design, planning or construction.
  - Thirty (30) or more semester credits (45 or more quarter credits) in job-related technical courses or public works management courses from an accredited school, college or university **and** four or more years of journey-worker level experience in highway/heavy operations, design, planning or construction.
- A valid driver's license and the ability to obtain a Hennepin County driver's permit.

**Nice to have:**

- A valid Class B Commercial Driver's License (CDL) with airbrake.
- Experience with:
  - Roadway Sign Manufacturing, Installation and Maintenance.
  - Roadway Pavement Marking installation and Maintenance.
  - Roadside Guardrail Installation and Maintenance.
  - Regular inspection and quality control.
  - Daily coordination of staff, equipment, and materials.
  - Communicating information and issues to technical and non-technical stakeholders.
  - Referencing and interpreting the MN MUTCD.
  - Oversight and performance management of union and non-union staff.
- Ability to work independently with minimal oversight.

**About the Traffic Division:**

The Traffic Division is responsible for the maintenance and operation of all county road Signs, Signals, Pavement Markings and Guardrail. The Division consist of approximately 30 staff that form three teams; the Sign Shop, the Signal Shop, and the Traffic Management Center to operate and maintain the following county assets:

- 55,000 Traffic Signs
- 9,000,000 LF of Pavement Markings

- 10,000 Pavement Messages
- 100,000 LF of Guardrail
- 800 Traffic Signals

**About the department:**

We envision a Transportation Department whose members are respectful of one another and the public we serve and are committed to the delivery of a safe, high-quality county highway system. We are widely trusted and recognized for innovation, collaboration and the responsible use of resources.

**About Hennepin County:**

Hennepin is the largest county government organization in Minnesota. Our employees work every day to improve the health, safety and quality of life for our residents and communities. All of our jobs align to one or more of our overarching goals -- that Hennepin County residents are healthy, protected and safe, self-reliant, assured due process, and mobile.

Our employees receive a combination of generous benefits and positive workplace culture not found at other organizations. This includes meaningful work that impacts our community, competitive pay, work-life balance, a variety of benefits and opportunities to grow. Learn more at [www.hennepin.us/employees](http://www.hennepin.us/employees).

Hennepin County envisions an organization where our commitment to diversity and the reduction of disparities is fundamental in providing excellent service to our community.

Your future. Made here.

Applications will be forwarded to the hiring supervisor on a regular basis. Posting will remain open until filled. This posting may be used to fill current and future vacancies.

This position is internally classified as Public Works Foreman. Click [here](#) to view the job classification specification.

Invitations to interview will be based upon an assessment of education and experience. Final candidates will be required to pass a drug test and background check.

[Click here to apply](#)

**If you have any questions, please contact:**

Laura Miller

[Laura.L.Miller@Hennepin.us](mailto:Laura.L.Miller@Hennepin.us)

If you need assistance to actively participate in the employment process, please email us at [HR.ServiceCenter@hennepin.us](mailto:HR.ServiceCenter@hennepin.us) or call us at 612.348.7855.

Hennepin County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation, public assistance or national origin. If you believe you have been discriminated against, contact the Human Resources Department, A-400 Government Center, Minneapolis, MN 55487, 612.348.7855

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://hennepin.jobs>

OR

Hennepin County Government Center  
300 South Sixth Street  
Minneapolis, MN 55487

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PUBLIC WORKS SIGN SHOP FOREMAN  
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